



## Attention Directors, Managers, and HR Liaisons: 2021 Annual Leave Carryover

The 2021 Annual Leave Carryover and Compensatory Time process will be executed in accordance with the Montgomery County Personnel Regulations and the MCGEO, FOP and IAFF Collective Bargaining Agreements relating to the accrual and carryover of excess compensatory time and annual leave.

If an employee has accumulated annual leave in excess of the authorized maximum at the end of the 2021 leave year, the excess hours will automatically be transferred to the employee's sick leave balance. The employee may request to carryover their 2021 excess annual leave to the 2022 leave year if the employee was not able to use the annual leave in 2021 because of special circumstances, workload demands, or if a supervisor denied the employee's request to use excess leave.

**There will be no cash payout for employees with excess annual leave for the year.**

### Annual Leave Carryover Maximums

The maximum amount of annual leave that may be carried over to the 2022 leave year:

Position Type	Initial Employment Date	Annual Leave Carryover Hours
Full or Part-time	Hired Jan. 1, 1957 – June 30, 1972	320 hours
Full or Part-time	Hired after June 30, 1972	240 hours
		288 for 2,496 hours/year (IAFF)
		252 for 2,184 hours/year (IAFF)
MLS & Participant of the Employee Retirement System	Prior to October 1, 1994	320 hours
MLS & Participant of the Retirement Savings Plan (PTO)	Hired on or after October 1, 1994	Not applicable
Full or Part-time position occupied by former State/County employee	Any	400 hours

### Excess Compensatory Time Carryover

<b>Position Type</b>	<b>Distribution Eligibility</b>	<b>Maximum Hours</b>
Non-Exempt Non-Represented Employees and MCGEO	Cash-out unless employee requests to carryover	Hours in excess of 80
Exempt Non-Represented Employees and MCGEO	Transfer to Sick Leave unless employee requests to carryover	Hours in excess of 80
FOP	Cash-out unless employee requests to carryover	Hours in excess of 80
IAFF	Cash-out unless employee requests to carryover	96 hours assigned 2,496 hour work year 84 hours assigned 2,184 hour work year

OHR will issue as normal the 2021 Annual Leave Carryover and Compensatory Time memorandum in December that includes instructions for submitting your carryover requests.

If you have questions, please email: [OHR.Compensation2@montgomerycountymd.gov](mailto:OHR.Compensation2@montgomerycountymd.gov)